

# Business Manager

## *BlackStar Projects*

---

### ORGANIZATION

BlackStar is a film-maker centric and POC-led organization that brings an intersectional analysis of race, gender and power into the work while providing high quality opportunities for artists and critics, and a thoughtfully curated experience for audiences. Founded to focus on the work of Black filmmakers (of the African diaspora), we are now dedicated to solidarity across artists and communities of color, including Black, Asian, Latinx, Arab, Native, and Indigenous while still centering anti-Black racism as core to our racial justice analysis.

BlackStar is focused on the following issues:

- POC Authorship and not individual representation
- Aesthetic quality over celebrity
- Supporting a POC artists community, not just producing an event
- Curating a high quality and accessible program

In the past year BlackStar has expanded beyond its renowned annual film festival to offer a variety of programs. These include:

- BlackStar Film Festival (annual)
- William and Louise Greaves Filmmaker Seminar (annual)
- *Seen*, journal of film and visual culture (semi-annual)
- *Many Lumens* podcast (ongoing)
- Year round programs throughout the Greater Philadelphia region (ongoing)
- Sponsored Projects (ongoing)
- Philadelphia Filmmaker Lab (annual)

### THE SEARCH

The Business Manager will work together with the organization's Deputy Director to provide financial and operations support to sustain BlackStar's programs. The Business Manager will be someone who enjoys being 'behind the scenes' and who brings an understanding of the key role financial and operations support plays in quality program delivery and fulfilling our organizational mission.

The role calls for an individual that is interested in learning, adapting, and able to be flexible and nimble as the organization shifts and grows. The right fit would be someone who is rigorous in their attention to detail, actively identifies and suggests system improvements for operational flow, has exceptional communication skills and is able to communicate financial and operational processes with other staff simply and clearly, is well-versed in timely and clear email and phone communication skills, with the ability to work comfortably under pressure in a fast-paced environment. The Business Manager reports to the Deputy Director.

The ideal candidate will bring a track record of success in financial and operations roles, while upholding a keen interest in justice and access. Experience in film and/or visual arts is ideal but not required, as is the capacity to ask questions and 'manage up' by keeping directors and other staff focused on financial and

operations details. Candidates should have interests in BlackStar's three key areas – filmmaking, visual arts, and media arts – as well as a demonstrated commitment to intersectional feminism and social justice.

## JOB DESCRIPTION

The Business Manager is responsible for working together with the Deputy Director, the CEO and our accounting services firm, on the management of finances, operations, and human resources. The role acts as the primary conduit between the staff, leadership and the accounting services firm.

### Responsibilities

- Serves as a central point of contact for our accounting services firm and provides all information requested by them in a timely manner.
- Manages business@ email account and maintains a zero inbox while providing timely professional responses or delegating responses to staff.
- Drafts contracts for our consultants and ensures timely adoption and filing of the agreements.
- Serves as a central point of contact for our employee benefits vendors including health care, retirement benefits, etc.
- Ensures compliance with HR policies.
- Manages the accounts receivable process with our sponsors, funders, merchandise sales, and other sources of income and follows up on payments past due
- Cuts manual checks needed outside of the regular payables cycle, managing the check ledger and sharing with the accounting services firm.
- Processes invoices and prepares them for payment.
- Narrates coding of expenses in our accounting software, Xero, and submits weekly expenses to be paid.
- Creates protocols for international payments to countries not served by our current payment system.
- Manages employee reimbursement process.
- Assists with monthly bank statements reconciliation.
- Contacts individuals and businesses with outstanding checks that have not been deposited.
- Documents expenses and files receipts.
- Acts as the main point of contact for the auditor and oversees the completion of the annual audit.
- Acts as liaison for the bank and any services or support needed.
- Collects W9s.
- Oversees secure digital and physical storage of financial and other vulnerable data, including training all staff and ensuring proper implementation by the full team.
- Manages documentation retention and data backup processes for the organization.
- Reviews 1099 vendors for accuracy.
- Assist with the correct filing of the organization's 990 form.
- Pays taxes owed by the organization.
- Assists Deputy Director in monthly and quarterly reviews of financial reports and projections.
- Assists the Deputy Director in the annual budgeting process.
- Attends finance committee meetings and assists in the implementation of projects from that committee.
- Schedules monthly meetings with the board treasurer and Deputy Director.
- Assists the Deputy Director in the annual review of the organization's finance policy, operations reserve policy, HR policy and other related documents.
- Maintains petty cash log.
- Identifies funding restrictions on grants, shares with the Deputy Director and assures financial compliance.
- Assists the Deputy Director in the preparation of financial materials for grant applications.

- Completes EFT form requests, vendor registration and other paperwork needed by business to process sponsorship payments.
- Establishes internal protocols and procedures for staff related to business processes.
- Orients new sponsored projects to the financial processes and protocols as part of their fiscal sponsorship.
- Acts as a point of contact for all BlackStar staff for financial process questions.
- Other special projects related to finance as needed.

## **Qualifications and Experience**

For this role, BlackStar seeks an experienced Business Manager who takes pleasure in assisting the organization in the implementation of our programs through the seamless flow of financial processes. BlackStar has a tradition of being comfortable with ambiguity; it experiments and innovates and then follows up with reflection. Therefore, the Business Manager must be astute enough to ask the right questions to keep BlackStar adapting and on the learning edge.

While no one candidate will embody every quality, the successful candidate will bring many of the following professional qualifications and personal attributes:

- Informed passion for BlackStar's mission, vision, and values. A demonstrated commitment to working for social, racial, economic, and environmental justice.
- Excellent strategic and intellectual abilities and analytic skill coupled with pragmatism and a roll-up-one's-sleeves attitude. Sound judgment. A willingness to innovate and learn from mistakes made along the way.
- Outstanding financial and operational skills. A rigorous attention to details and the ability to identify bottlenecks and challenges and find solutions that work for our unique team and organization.
- Excellent written and oral communication skills. A communication style that is direct.
- Demonstrated experience in financial and operations support for an organization with multiple programs and staff.
- Excellent organizational and interpersonal skills.
- The ability to meet the time demands of the Business Manager position.
- Impeccable integrity, honesty, and a reputation for a balanced, non-ideological approach. A willingness to challenge conventional thinking coupled with the ability to collaborate effectively, listen well, and bridge philosophies.
- Entrepreneurial spirit and drive. An eye for creative, strategic opportunities tied to a commitment to accountability and results.
- Experience working comfortably and effectively with well-known and highly visible individuals across a broad spectrum of industries.
- An outgoing, open, and optimistic personality. Outstanding interpersonal skills. Tenacity, pragmatism, high energy, patience, and good humor.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.

## **Compensation**

The salary will be commensurate with experience and the range will start at \$60,000. BlackStar's benefits package includes but is not limited to medical, dental, and vision coverage, paid time off and public holidays, and reimbursements for home office utilities. The position is headquartered at BlackStar's offices in Philadelphia. We are currently in a hybrid model of remote work and office work options with some in person activities, done safely and within current CDC and state level guidelines.

## **Timeframe**

We seek to have a Business Manager in place ideally on or before January 3, 2022.

Applicants should be legally able to work in the United States and be available to work in the Philadelphia office. We currently have a hybrid work model which allows employees to work at home or in the offices. This is subject to change based on the safety demands of the ongoing COVID-19 pandemic.

## **How to Apply**

Applications should be submitted via email as a single PDF and include a resume, one page cover letter, and an addendum. Your addendum should show an example of an excel spreadsheet you created or managed to track accounts receivable or some other relevant process for this position. Please be sure to remove any sensitive or confidential data from the sample.

Applications must be received by October 29, 2021. All applications will be kept confidential. Send material to [jobs@blackstarfest.org](mailto:jobs@blackstarfest.org) with the subject header: “BlackStar – Business Manager”.

*Applications that fail to include the addendum or follow instructions will not be considered.*

BlackStar Projects is committed to the principles of equal opportunity employment at every level without regard to race, color, religion, national origin, sex, marital or familial status, sexual orientation, gender identity characteristics or expression, age, non-job related disability, or political affiliation.